



# **TCDSB Policy Register**

## **Subsidy Of Individual Courses H.M.20**

### **Policy**

1. The Toronto Catholic District School Board shall pay the fee for courses completed by employees when such courses are taken at the request of the Board or the Director of Education.
2. Where the employees initiate requests for payment of courses, the Board shall pay the cost of prior approved courses, provided that such employees are not covered in a related or similar provision in a current collective agreement, and subject to the following regulations:

### **Regulations (For Policy Statement #2):**

1. An applicant shall have a minimum of five (5) years experience with the Board
2. Applications shall be submitted in writing not later than June 30 to the Superintendent of Program Services.
3. Selections shall be made by a committee comprised of equal numbers of employees and the Board's administrative officials but not more than three of each.
4. Courses approved must be relevant to the job description for the employee's position and potentially result in increased skills or improvement in job performance.
5. The committee shall make recommendations to the Director of Education taking into consideration the high quality of service and the relative lengths of service of the applicants.
6. The total annual cost of courses for which the Board shall provide reimbursement shall not exceed the equivalent of twenty-five (25) university courses.

*BM p 57, Jan 88; BM, Dec 66.*